

Executive Branch Personnel

Public Financial Disclosure Report (OGE Form 278e)

Filer's Information

Kotlarski, Jane K.

Senior Advisor, Department of Commerce

Date of Appointment: 08/06/2018

Other Federal Government Positions Held During the Preceding 12 Months:

None

Electronic Signature - I certify that the statements I have made in this form are true, complete and correct to the best of my knowledge.

/s/ Kotlarski, Jane K. [electronically signed on 09/03/2018 by Kotlarski, Jane K. in Integrity.gov]

Agency Ethics Official's Opinion - On the basis of information contained in this report, I conclude that the filer is in compliance with applicable laws and regulations (subject to any comments below).

/s/ Jacobi, Will, Certifying Official [electronically signed on 10/29/2018 by Jacobi, Will in Integrity.gov]

Other review conducted by

U.S. Office of Government Ethics Certification

Data Revised 10/29/2018

Data Revised 10/22/2018

1. Filer's Positions Held Outside United States Government

#	ORGANIZATION NAME	CITY, STATE	ORGANIZATION TYPE	POSITION HELD	FROM	TO
1	Enily&Jane, LLC	MC LEAN, Virginia	LLC	Principal	3/2017	3/2018
2	The BOS Group, LLLC	Fairfax, Virginia	LLC	Principal	12/2005	3/2018

2. Filer's Employment Assets & Income and Retirement Accounts

#	DESCRIPTION	EIF	VALUE	INCOME TYPE	INCOME AMOUNT
1	Enily&Jane, LLC	N/A		Consulting fees for a marketing project.	\$8,000
2	Fidelity Spartan Total Market Index Inv (FSTMX)	Yes	\$1,001 - \$15,000		None (or less than \$201)
3	Fidelity Spartan 500 Index Advtg (FUSVX)	Yes	\$100,001 - \$250,000		\$1,001 - \$2,500
4	Fidelity Mid Cap Value (FSMVX)	Yes	\$1,001 - \$15,000		None (or less than \$201)
5	Fidelity Mega Cap Stock (FGRTX)	Yes	\$1,001 - \$15,000		None (or less than \$201)
6	Fidelity Balanced (FBALX)	Yes	\$1,001 - \$15,000		None (or less than \$201)
7	Fidelity Low-Priced Stock (FLPSX)	Yes	\$100,001 - \$250,000		\$2,501 - \$5,000
8	Fidelity Growth & Income (FGRIX)	Yes	\$15,001 - \$50,000		\$201 - \$1,000

#	DESCRIPTION	EIF	VALUE	INCOME TYPE	INCOME AMOUNT
9	Fidelity Dividend Growth FDGFX	Yes	\$50,001 - \$100,000		\$1,001 - \$2,500
10	Fidelity Spartan Interm Trs Bd Idx Advtg (FIBAX)	Yes	\$1,001 - \$15,000		\$201 - \$1,000
11	Fidelity Small Cap Discovery (FSCRX)	Yes	\$15,001 - \$50,000		None (or less than \$201)
12	Fidelity Nasdaq Composite Index (FNCMX)	Yes	\$15,001 - \$50,000		None (or less than \$201)
13	Fidelity (FFIDX)	Yes	\$1,001 - \$15,000		None (or less than \$201)
14	Fidelity Balanced (FBALX)	Yes	\$1,001 - \$15,000		None (or less than \$201)
15	Fidelity Low-Priced Stock (FLPSX)	Yes	\$15,001 - \$50,000		\$201 - \$1,000
16	Fidelity Growth & Income (FGRIX)	Yes	\$15,001 - \$50,000		\$201 - \$1,000
17	Fidelity Select Health Care (FSPHX)	Yes	\$15,001 - \$50,000		None (or less than \$201)
18	Fidelity Select Medical Equip & Systems (FSMEX)	Yes	\$15,001 - \$50,000		None (or less than \$201)
19	Fidelity Select Transportation (FSRFX)	Yes	\$1,001 - \$15,000		None (or less than \$201)
20	Fidelity Select Retailing (FSRPX)	Yes	\$1,001 - \$15,000		None (or less than \$201)
21	Fidelity Government Cash Reserves (FDRXX)	No	\$100,001 - \$250,000		\$1,001 - \$2,500
22	AMERICAN TRUCKING ASSOCIATION, defined benefit plan	N/A	\$100,001 - \$250,000		None (or less than \$201)

#	DESCRIPTION	EIF	VALUE	INCOME TYPE	INCOME AMOUNT
23	U.S.Chamber of Commerce, defined benefit plan	N/A	\$100,001 - \$250,000		None (or less than \$201)

3. Filer's Employment Agreements and Arrangements

#	EMPLOYER OR PARTY	CITY, STATE	STATUS AND TERMS	DATE
1	Jane K. Kotlarski self-employed 401K	MC LEAN, Virginia	I no longer participate in this defined contribution plan.	12/2006
2	AMERICAN TRUCKING ASSOCIATION	ARLINGTON, Virginia	The ATA Pension Plan pays in an estimated monthly benefit upon retirement earliest at age 55 (7/1/17) or when eligible single lump payment.	11/1988
3	U.S.Chamber of Commerce	Washington, District of Columbia	At retirement age, I will elect either a monthly benefit or a single lump sum payout.	4/1998

4. Filer's Sources of Compensation Exceeding \$5,000 in a Year

#	SOURCE NAME	CITY, STATE	BRIEF DESCRIPTION OF DUTIES
1	Enily&Jane, LLC	MC LEAN, Virginia	

5. Spouse's Employment Assets & Income and Retirement Accounts

#	DESCRIPTION	EIF	VALUE	INCOME TYPE	INCOME AMOUNT
1	CLK, LLP (Law firm)	N/A		partnership share	

#	DESCRIPTION	EIF	VALUE	INCOME TYPE	INCOME AMOUNT
2	law firm capital account	N/A	\$50,001 - \$100,000		None (or less than \$201)
3	Fidelity Small Cap Discovery (FSCRX)	Yes	\$1,001 - \$15,000		None (or less than \$201)
4	Fidelity Mega Cap Stock (FGRTX)	Yes	\$1,001 - \$15,000		None (or less than \$201)
5	Fidelity Balanced (FBALX)	Yes	\$15,001 - \$50,000		\$201 - \$1,000
6	Fidelity Low-Priced Stock (FLPSX)	Yes	\$50,001 - \$100,000		\$201 - \$1,000
7	Fidelity OTC (FOCPX)	Yes	\$15,001 - \$50,000		None (or less than \$201)
8	Fidelity Blue Chip Growth (FBGRX)	Yes	\$15,001 - \$50,000		None (or less than \$201)
9	Fidelity Select Medical Equip & Systems (FSMEX)		\$15,001 - \$50,000		None (or less than \$201)
10	VANGUARD S&P 500 ETF (VOO)	Yes	\$15,001 - \$50,000		\$201 - \$1,000
11	FIDELITY CASH RESERVES BANK SWEEP	Yes	\$15,001 - \$50,000		None (or less than \$201)
12	AMERICAN INTERNATIONAL GROUP (AIG)	No	\$1,001 - \$15,000		\$201 - \$1,000
13	QUALCOMM (QCOM)	No	\$1,001 - \$15,000		\$201 - \$1,000
14	YUM BRANDS (YUM)	No	\$1,001 - \$15,000		\$201 - \$1,000
15	Vanguard Equity Income Fund	Yes	\$50,001 - \$100,000		\$201 - \$1,000
16	Vanguard Equity Strategic (mid-cap)	Yes	\$50,001 - \$100,000		\$201 - \$1,000

#	DESCRIPTION	EIF	VALUE	INCOME TYPE	INCOME AMOUNT
17	Vanguard STAR	Yes	\$50,001 - \$100,000		None (or less than \$201)
18	CLK,LLP, Cash Balance Plan	N/A	\$1,001 - \$15,000		None (or less than \$201)
19	Yum China Holdings (YUMC)	No	\$1,001 - \$15,000	Dividends Capital Gains	\$201 - \$1,000
20	Sun Trust Retirement	No			
20.1	AMERICAN FUNDS EP GROWTH R6	Yes	\$50,001 - \$100,000		None (or less than \$201)
20.2	T Rowe Price Growth Fund (Mid-Price Stock)	Yes	\$50,001 - \$100,000		\$201 - \$1,000
20.3	Mainstay Large Cap	Yes	\$50,001 - \$100,000		\$201 - \$1,000
20.4	T Rowe Price 2030	Yes	\$50,001 - \$100,000		\$201 - \$1,000
20.5	Metro West Bond (Intermediate) Term		\$50,001 - \$100,000		None (or less than \$201)

6. Other Assets and Income

#	DESCRIPTION	EIF	VALUE	INCOME TYPE	INCOME AMOUNT
1	Choice Hotels (CHH)	No	\$15,001 - \$50,000	Dividends Capital Gains	\$201 - \$1,000
2	Vanguard Mega Cap Growth ETF (MGK)	Yes	\$1,001 - \$15,000		\$201 - \$1,000
3	Vanguard Mid-Cap Growth ETF (VOT)	Yes	\$1,001 - \$15,000		None (or less than \$201)

#	DESCRIPTION	EIF	VALUE	INCOME TYPE	INCOME AMOUNT
4	American Century Ultra (TWCUX)	Yes	\$15,001 - \$50,000		\$201 - \$1,000
5	BofAC - Bank of America checking	N/A	\$15,001 - \$50,000	Interest	None (or less than \$201)
6	BofAMMS - Bank of America Money Market Savings	N/A	\$100,001 - \$250,000	Interest	\$201 - \$1,000
7	CBP - Citi private checking	N/A	\$100,001 - \$250,000	Interest	\$201 - \$1,000
8	CSA - Charles Schwab checking	N/A	\$1,001 - \$15,000	Interest	None (or less than \$201)
9	CSS - Charles Schwab savings	N/A	\$100,001 - \$250,000	Interest	\$201 - \$1,000
10	Vanguard Russell 1000 Growth ETF (VONG)	Yes	\$1,001 - \$15,000		\$201 - \$1,000
11	Vanguard Small Cap Value (VBR)	Yes	\$1,001 - \$15,000		\$201 - \$1,000
12	Apple (APPL)	No	\$1,001 - \$15,000	Dividends Capital Gains	\$201 - \$1,000
13	Boeing Co	No	\$15,001 - \$50,000	Dividends Capital Gains	\$201 - \$1,000
14	McDonald's Corp	No	\$1,001 - \$15,000	Dividends Capital Gains	\$201 - \$1,000
15	DMM - Dreyfus Money Market	Yes	\$1,001 - \$15,000		\$201 - \$1,000
16	Templeton Emerging Markets (EMF)	Yes	\$15,001 - \$50,000		\$201 - \$1,000
17	Dreyfus Domestic Equity Growth (DGF)	Yes	\$50,001 - \$100,000		\$201 - \$1,000
18	Janus Research D (JNRF)	Yes	\$15,001 - \$50,000		\$201 - \$1,000
19	Investment Grade Income Trust (INGTTX)	Yes	\$1,001 - \$15,000		\$201 - \$1,000

#	DESCRIPTION	EIF	VALUE	INCOME TYPE	INCOME AMOUNT
20	Janus Contrarian D (JACNX)	Yes	\$15,001 - \$50,000		\$201 - \$1,000
21	Janus Enterprise D (JANEX)	Yes	\$50,001 - \$100,000		\$201 - \$1,000
22	IMM - Citi Money Market	N/A	\$250,001 - \$500,000	Interest	\$1,001 - \$2,500
23	Vanguard Value ETF (VTV)	Yes	\$1,001 - \$15,000		\$201 - \$1,000
24	Janus Henderson 40 D (JFRDX)	Yes	\$1,001 - \$15,000		\$201 - \$1,000

7. Transactions

(N/A) - Not required for this type of report

8. Liabilities

None

9. Gifts and Travel Reimbursements

(N/A) - Not required for this type of report

Endnotes

Summary of Contents

1. Filer's Positions Held Outside United States Government

Part 1 discloses positions that the filer held at any time during the reporting period (excluding positions with the United States Government). Positions are reportable even if the filer did not receive compensation.

This section does not include the following: (1) positions with religious, social, fraternal, or political organizations; (2) positions solely of an honorary nature; (3) positions held as part of the filer's official duties with the United States Government; (4) mere membership in an organization; and (5) passive investment interests as a limited partner or non-managing member of a limited liability company.

2. Filer's Employment Assets & Income and Retirement Accounts

Part 2 discloses the following:

- Sources of earned and other non-investment income of the filer totaling more than \$200 during the reporting period (e.g., salary, fees, partnership share, honoraria, scholarships, and prizes)
- Assets related to the filer's business, employment, or other income-generating activities that (1) ended the reporting period with a value greater than \$1,000 or (2) produced more than \$200 in income during the reporting period (e.g., equity in business or partnership, stock options, retirement plans/accounts and their underlying holdings as appropriate, deferred compensation, and intellectual property, such as book deals and patents)

This section does not include assets or income from United States Government employment or assets that were acquired separately from the filer's business, employment, or other income-generating activities (e.g., assets purchased through a brokerage account). Note: The type of income is not required if the amount of income is \$0 - \$200 or if the asset qualifies as an excepted investment fund (EIF).

3. Filer's Employment Agreements and Arrangements

Part 3 discloses agreements or arrangements that the filer had during the reporting period with an employer or former employer (except the United States Government), such as the following:

- Future employment
- Leave of absence
- Continuing payments from an employer, including severance and payments not yet received for previous work (excluding ordinary salary from a current employer)
- Continuing participation in an employee welfare, retirement, or other benefit plan, such as pensions or a deferred compensation plan
- Retention or disposition of employer-awarded equity, sharing in profits or carried interests (e.g., vested and unvested stock options, restricted stock, future share of a company's profits, etc.)

4. Filer's Sources of Compensation Exceeding \$5,000 in a Year

Part 4 discloses sources (except the United States Government) that paid more than \$5,000 in a calendar year for the filer's services during any year of the reporting period.

The filer discloses payments both from employers and from any clients to whom the filer personally provided services. The filer discloses a source even if the source made its payment to the filer's employer and not to the filer. The filer does not disclose a client's payment to the filer's employer if the filer did not provide the services for which the client is paying.

5. Spouse's Employment Assets & Income and Retirement Accounts

Part 5 discloses the following:

- Sources of earned income (excluding honoraria) for the filer's spouse totaling more than \$1,000 during the reporting period (e.g., salary, consulting fees, and partnership share)
- Sources of honoraria for the filer's spouse greater than \$200 during the reporting period
- Assets related to the filer's spouse's employment, business activities, other income-generating activities that (1) ended the reporting period with a value greater than \$1,000 or (2) produced more than \$200 in income during the reporting period (e.g., equity in business or partnership, stock options, retirement plans/accounts and their underlying holdings as appropriate, deferred compensation, and intellectual property, such as book deals and patents)

This section does not include assets or income from United States Government employment or assets that were acquired separately from the filer's spouse's business, employment, or other income-generating activities (e.g., assets purchased through a brokerage account). Note: The type of income is not required if the amount of income is \$0 - \$200 or if the asset qualifies as an excepted investment fund (EIF). Amounts of income are not required for a spouse's earned income (excluding honoraria).

6. Other Assets and Income

Part 6 discloses each asset, not already reported, that (1) ended the reporting period with a value greater than \$1,000 or (2) produced more than \$200 in investment income during the reporting period. For purposes of the value and income thresholds, the filer aggregates the filer's interests with those of the filer's spouse and dependent children.

This section does not include the following types of assets: (1) a personal residence (unless it was rented out during the reporting period); (2) income or retirement benefits associated with United States Government employment (e.g., Thrift Savings Plan); and (3) cash accounts (e.g., checking, savings, money market accounts) at a single financial institution with a value of \$5,000 or less (unless more than \$200 of income was produced). Additional exceptions apply. Note: The type of income is not required if the amount of income is \$0 - \$200 or if the asset qualifies as an excepted investment fund (EIF).

7. Transactions

Part 7 discloses purchases, sales, or exchanges of real property or securities in excess of \$1,000 made on behalf of the filer, the filer's spouse or dependent child during reporting period.

This section does not include transactions that concern the following: (1) a personal residence, unless rented out; (2) cash accounts (e.g., checking, savings, CDs, money market accounts) and money market mutual funds; (3) Treasury bills, bonds, and notes; and (4) holdings within a federal Thrift Savings Plan account. Additional exceptions apply.

8. Liabilities

Part 8 discloses liabilities over \$10,000 that the filer, the filer's spouse or dependent child owed at any time during the reporting period.

This section does not include the following types of liabilities: (1) mortgages on a personal residence, unless rented out (limitations apply for PAS filers); (2) loans secured by a personal motor vehicle, household furniture, or appliances, unless the loan exceeds the item's purchase price; and (3) revolving charge accounts, such as credit card balances, if the outstanding liability did not exceed \$10,000 at the end of the reporting period. Additional exceptions apply.

9. Gifts and Travel Reimbursements

This section discloses:

- Gifts totaling more than \$390 that the filer, the filer's spouse, and dependent children received from any one source during the reporting period.
- Travel reimbursements totaling more than \$390 that the filer, the filer's spouse, and dependent children received from any one source during the reporting period.

For purposes of this section, the filer need not aggregate any gift or travel reimbursement with a value of \$156 or less. Regardless of the value, this section does not include the following items: (1) anything received from relatives; (2) anything received from the United States Government or from the District of Columbia, state, or local governments; (3) bequests and other forms of inheritance; (4) gifts and travel reimbursements given to the filer's agency in connection with the filer's official travel; (5) gifts of hospitality (food, lodging, entertainment) at the donor's residence or personal premises; and (6) anything received by the filer's spouse or dependent children totally independent of their relationship to the filer. Additional exceptions apply.

Privacy Act Statement

Title I of the Ethics in Government Act of 1978, as amended (the Act), 5 U.S.C. app. § 101 et seq., as amended by the Stop Trading on Congressional Knowledge Act of 2012 (Pub. L. 112-105) (STOCK Act), and 5 C.F.R. Part 2634 of the U. S. Office of Government Ethics regulations require the reporting of this information. The primary use of the information on this report is for review by Government officials to determine compliance with applicable Federal laws and regulations. This report may also be disclosed upon request to any requesting person in accordance with sections 105 and 402(b)(1) of the Act or as otherwise authorized by law. You may inspect applications for public access of your own form upon request. Additional disclosures of the information on this report may be made: (1) to any requesting person, subject to the limitation contained in section 208(d)(1) of title 18, any determination granting an exemption pursuant to sections 208(b)(1) and 208(b)(3) of title 18; (2) to a Federal, State, or local law enforcement agency if the disclosing agency becomes aware of violations or potential violations of law or regulation; (3) to another Federal agency, court or party in a court or Federal administrative proceeding when the Government is a party or in order to comply with a judge-issued subpoena; (4) to a source when necessary to obtain information relevant to a conflict of interest investigation or determination; (5) to the National Archives and Records Administration or the General Services Administration in records management inspections; (6) to the Office of Management and Budget during legislative coordination on private relief legislation; (7) to the Department of Justice or in certain legal proceedings when the disclosing agency, an employee of the disclosing agency, or the United States is a party to litigation or has an interest in the litigation and the use of such records is deemed relevant and necessary to the litigation; (8) to reviewing officials in a new office, department or agency when an employee transfers or is detailed from one covered position to another; (9) to a Member of Congress or a congressional office in response to an inquiry made on behalf of an individual who is the subject of the record; (10) to contractors and other non-Government employees working on a contract, service or assignment for the Federal Government when necessary to accomplish a function related to an OGE Government-wide system of records; and (11) on the OGE Website and to any person, department or agency, any written ethics agreement filed with OGE by an individual nominated by the President to a position requiring Senate confirmation. See also the OGE/GOVT-1 executive branch-wide Privacy Act system of records.

Public Burden Information

This collection of information is estimated to take an average of three hours per response, including time for reviewing the instructions, gathering the data needed, and completing the form. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Program Counsel, U.S. Office of Government Ethics (OGE), Suite 500, 1201 New York Avenue, NW., Washington, DC 20005-3917.

Pursuant to the Paperwork Reduction Act, as amended, an agency may not conduct or sponsor, and no person is required to respond to, a collection of information unless it displays a currently valid OMB control number (that number, 3209-0001, is displayed here and at the top of the first page of this OGE Form 278e).
